

Creating Your New User Profile

[Español](#) | [Other](#)



[HOME](#) | [GOVERNMENT](#) | [BUSINESS](#) | [RESIDENT](#) | [VISITORS](#) | [SERVICES](#) | [ONLINE](#) | [LINKS](#)

Welcome Page

Login

Create New User
Profile

Position
Search/Status

Contact Us

Help

Welcome to the City of College Station

Job Posting Site

Click on "Create New User Profile"

Notice: We have moved to a new online employment application system. If you submitted an application for a position prior to October 1st, your application remains under consideration, but is no longer accessible for viewing.

Note: You will not have to re-submit another application for that position, on the new system. If you require updates or changes to your application, please contact Human Resources at (979) 764-3517.

Welcome to the City of College Station's Online Employment Application!

If you have not used this system before, click on the [Create New User Profile](#) option in the left navigation bar. If you already have an account set up, simply click on the [Login](#) link. You can also browse the list of open jobs by clicking on [Position Search](#). This system is best viewed using **Internet Explorer**.

Open positions are posted on a regular basis and include a variety of employment opportunities. Applications are only accepted for current job openings. Job opportunities can also be accessed on our 24-hour job line (979) 764-3704 and on cable TV Channel 19.

Creating Your New User Profile



CITY OF COLLEGE STATION
Home of Texas A&M University®

HOME | GOVERNMENT | BUSINESS | RESIDENT | VISITORS | SERVICES | ONLINE | LINKS

Welcome Page

Login

Create New User
Profile

Position
Search/Status

Contact Us

Help

Create A New User Profile

Please complete the form below to create a new user profile. An **email address is required**. If you do not have an email address you can go to numerous service providers, such as Hotmail, Gmail (Google) or Yahoo to create a free email account. Your **Username** should be between 3 and 10 alphanumeric characters. Your **Password should be a minimum of 8 alphanumeric characters and contain at least one number**.

Asterisk (*) indicates required fields.

User Information

Username:*

Create a Username

Password:*

Create a Password

Confirm Password:*

Retype the Password

Email Address:*

Create User Profile

Enter your email address.

After completing the information,
click "Create User Profile"



CITY OF COLLEGE STATION
Home of Texas A&M University®

[HOME](#) | [GOVERNMENT](#) | [BUSINESS](#) | [RESIDENT](#) | [VISITORS](#) | [SERVICES](#) | [ONLINE](#) | [LINKS](#)

Welcome Page

Login

Create New User
Profile

Position
Search/Status

Contact Us

Help

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Asterisk (*) indicates required fields.

User Information

SAMPLE

Username:*

Password:*

Confirm Password:*

Email Address:*

Create User Profile



[HOME](#) | [GOVERNMENT](#) | [BUSINESS](#) | [RESIDENT](#) | [VISITORS](#) | [SERVICES](#) | [ONLINE](#) | [LINKS](#)

Welcome Page

Login

Create New User
Profile

Position
Search/Status

Contact Us

Help

User Login

Existing users may log in to apply and/or update their application. If you do not have a username and password, please click on the link located in the left navigation bar that reads Create New User Profile to set up a new account.

For existing users:

[To recover your **USERNAME** click here](#)

[To recover your **PASSWORD** click here](#)

Asterisk (*) indicates required fields.

Your User Profile has been created. Please login with your new Username and Password.

Note: If you already have a login, but have forgotten your Username or Password, click the appropriate selection.

User Information

Username:*

Enter newly created Username

Password:*

Enter newly created Password

After completing the information, click on "Login"

Login



CITY OF COLLEGE STATION
Home of Texas A&M University®

[HOME](#) | [GOVERNMENT](#) | [BUSINESS](#) | [RESIDENT](#) | [VISITORS](#) | [SERVICES](#) | [ONLINE](#) | [LINKS](#)

Welcome Page

Login

Create New User
Profile

Position
Search/Status

Contact Us

Help

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Asterisk (*) indicates required fields.

Your User Profile has been created. Please login with your new Username and Password.

SAMPLE

User Information

Username:*

Password:*

Login

Demographic Information – Personal Information



CITY OF COLLEGE STATION
Home of Texas A&M University®

[HOME](#) | [GOVERNMENT](#) | [BUSINESS](#) | [RESIDENT](#) | [VISITORS](#) | [SERVICES](#) | [ONLINE](#) | [LINKS](#)

[Log Out](#)

[Edit User
Information](#)

[Position
Search/Status](#)

[Personal
Information](#)

[Contact Us](#)

[Help](#)

Personal Information

INSTRUCTIONS: Please complete your personal information page thoroughly to assist us in properly evaluating your application.

1. It is important that you accurately, completely and honestly answer all questions in this application. Failure to do so may result in a delay for consideration and could also result in a loss of employment opportunity.
2. The information on this form will be verified for accuracy and withholding or falsifying information could lead to disqualification for employment.
3. Incomplete applications will not be considered.

* = required entry

Complete as much information as possible. Note: The red (*) means the field is required for the system to accept.

Name

Last Name

Suffix

First Name

MI

Address

Mailing Address

Mailing Address 2

City

Demographic Information – Personal Information

[HOME](#) | [GOVERNMENT](#) | [BUSINESS](#) | [RESIDENT](#) | [VISITORS](#) | [SERVICES](#) | [ONLINE](#) | [LINKS](#)

[Log Out](#)

[Edit User
Information](#)

[Position
Search/Status](#)

[Personal
Information](#)

[Contact Us](#)

[Help](#)

Personal Information

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3. Incomplete applications will not be considered.

* = required entry

Name

Last Name

Suffix

First Name

MI

SAMPLE

Address

Mailing Address

Mailing Address 2

City

State

Zip Code

Demographic Information – Personal Information

Maiden Name

Are you 18 years of age or older?

☒ *Yes

☐ *No

Additional Information

Other Name

If you have worked or attended school under another name, please list here:

Additional Questions

Type of position you are seeking:

Full-Time

How did you find out about this position?

Online Job Board

SAVE DETAILS

Once you have completed all fields, click on "Save Details"

* = required entry

Once you have Saved the information, click on the "Citizenship" link to move to the next page.

NEXT STEP: After completing this section, click on the "SAVE DETAILS" button above and then on the link [Citizenship](#) on the LEFT MENU to continue with the application process.

Demographic Information – Citizenship

[Español](#) | [Other](#)



CITY OF COLLEGE STATION
Home of Texas A&M University®

[HOME](#) | [GOVERNMENT](#) | [BUSINESS](#) | [RESIDENT](#) | [VISITORS](#) | [SERVICES](#) | [ONLINE](#) | [LINKS](#)

[Log Out](#)

[Edit User
Information](#)

[Position
Search/Status](#)

[Personal
Information](#)

[Citizenship](#)

[Military Service](#)

[Drivers Licenses](#)

[Education History](#)

[Licenses and
Certifications](#)

[Contact Us](#)

[Help](#)

Citizenship Information

INSTRUCTIONS: Please answer the following question:

Citizenship Information

Are you legally eligible to work in the United States?

☒ *Yes

☐ *No

SAVE DETAILS

Once you have completed the question, click on "Save Details"

* = required entry

NOTE: By law you must be eligible to work in the United States to obtain employment. Verification of employment eligibility will be required upon hire.

NEXT STEP: After completing this section, click on the "SAVE DETAILS" button above and then on the link [Military Service](#) on the LEFT MENU to continue with the application process.

Once you have Saved the information, click on the "Military Service" link to move to the next page.

Demographic Information – Military Service

HOME | GOVERNMENT | BUSINESS | RESIDENT | VISITORS | SERVICES | ONLINE | LINKS

Log Out

Edit User
Information

Position
Search/Status

Personal
Information

Citizenship

Military Service

Drivers Licenses

Education History

Licenses and
Certifications

Contact Us

Help

Veteran Information

Military Service Information

Have you ever served on active duty in a US Military service?

☐ Yes

☒ No

Branch of Service

Service Start Date

Service End Date

Discharge Type

Do you claim Veteran Preference Points?

☐ Yes

☒ No

How many Veteran Preference Points do you claim?

If you claim former military service and are selected for an interview, Applicant will be required to provide proof of Military Service. You must provide a COPY ONLY, no original of DD214 Form - Honorable Discharge from the service at the time of

Once you have Saved the information, click on the "Drivers Licenses" link to move to the next page.

SAVE DETAILS

Once you have completed the information, click on "Save Details"

NEXT STEP: After completing this section, click on the "SAVE DETAILS" button above and then on the [Drivers Licenses](#) on the LEFT MENU to continue with the application process.

Demographic Information – Driver's License

[Español](#) | [Other](#)



CITY OF COLLEGE STATION
Home of Texas A&M University®

[HOME](#) | [GOVERNMENT](#) | [BUSINESS](#) | [RESIDENT](#) | [VISITORS](#) | [SERVICES](#) | [ONLINE](#) | [LINKS](#)

[Log Out](#)

[Edit User
Information](#)

[Position
Search/Status](#)

[Personal
Information](#)

[Citizenship](#)

[Military Service](#)

[Drivers Licenses](#)

[Education History](#)

[Licenses and
Certifications](#)

[Contact Us](#)

[Help](#)

Driver's License

Click on "Click Here" to add driver's license information.

[CLICK HERE to Add Drivers License Information](#), or edit one of the ones below.

INSTRUCTIONS:

1. To **edit** license information, click on the License Number and make edits.
2. Make sure to Save Details when you have completed your changes.
3. To delete an entry, click on the box next to the License Number and click the Delete Selected Entries button.

	License Number	Type	Issued By	Expiration Date
--	----------------	------	-----------	-----------------

[Delete Selected Entries](#)

NEXT STEP: If you already selected a position to apply to, after completing this section, click on the link [Education History](#) from the LEFT MENU to continue with the application process.

Demographic Information – Driver's License

Español | Other



CITY OF COLLEGE STATION
Home of Texas A&M University®

HOME | GOVERNMENT | BUSINESS | RESIDENT | VISITORS | SERVICES | ONLINE | LINKS

Log Out

Edit User
Information

Position
Search/Status

Personal
Information

Citizenship

Military Service

Drivers Licenses

Education History

Licenses and
Certifications

Contact Us

Help

Drivers License Details

Drivers License Information

License Number	<input type="text"/>
License Type	<input type="text" value="↓"/>
Issued By	<input type="text" value="↓"/>
Expiration Date	<input type="text" value="↓"/> <input type="text" value="↓"/> <input type="text"/>
Restrictions	<div>A WITH CORRECTIVE LENSES B LOFS AGE 21 OR OVER C DAYTIME ONLY D NO TO EXCEED 45 MPH E NO EXPRESSWAY DRIVING</div> <div>↑ ↓</div>
Status of License	<div>CLEAR/GOOD STANDING NOT APPLICABLE RESTRICTED REVOKED SUSPENDED</div>

SAVE DETAILS

« [Return to Drivers Licenses](#)

Once you
click on t
Licenses”

Once you have completed the
information, click on “Save Details”



[HOME](#) | [GOVERNMENT](#) | [BUSINESS](#) | [RESIDENT](#) | [VISITORS](#) | [SERVICES](#) | [ONLINE](#) | [LINKS](#)

[Log Out](#)[Edit User Information](#)[Position Search/Status](#)[Personal Information](#)[Citizenship](#)[Military Service](#)[Drivers Licenses](#)[Education History](#)[Licenses and Certifications](#)[Contact Us](#)[Help](#)

Drivers License Details

Drivers License Information

License Number

License Type

Issued By

Expiration Date

Restrictions

Status of License

SAMPLE

SAVE DETAILS

[« Return to Drivers Licenses](#)

Demographic Information – Driver's License



CITY OF COLLEGE STATION
Home of Texas A&M University®

[HOME](#) | [GOVERNMENT](#) | [BUSINESS](#) | [RESIDENT](#) | [VISITORS](#) | [SERVICES](#) | [ONLINE](#) | [LINKS](#)

[Log Out](#)

[Edit User
Information](#)

[Position
Search/Status](#)

[Personal
Information](#)

[Citizenship](#)

[Military Service](#)

[Drivers Licenses](#)

[Education History](#)

[Licenses and
Certifications](#)

[Contact Us](#)

[Help](#)

Driver's License

[CLICK HERE to Add Drivers License Information](#), or edit one of the ones below.

INSTRUCTIONS:

1. To **edit** license information, click on the License Number and make edits.
2. Make sure to Save Details when you have completed your changes.
3. To delete an entry, click on the box next to the License Number and click the Delete Selected Entries button.

	License Number	Type	Issued By	Expiration Date
<input type="checkbox"/>	012345678	CLASS C	TX	02/2014

[Delete Selected Entries](#)

Your entry will display here. To Edit or Delete the information, follow the instructions above.

NEXT STEP: If you already selected a position to apply to, after completing this section, click on the link [Education History](#) from the LEFT MENU to continue with the application process.

Once you have completed the information, click on the "Education History" link to move to the next page.

Demographic Information – Driver's License



CITY OF COLLEGE STATION
Home of Texas A&M University®

HOME | GOVERNMENT | BUSINESS | RESIDENT | VISITORS | SERVICES | ONLINE | LINKS

Log Out

Edit User
Information

Position
Search/Status

Personal
Information

Citizenship

Military Service

Drivers Licenses

Education History

Licenses and
Certifications

Contact Us

Help

Education History

Click on "Click Here" to add
education details information.

[CLICK HERE to Add more educational details](#), or edit one of the ones below.

INSTRUCTIONS:

1. To **edit** educational details, click on the Institution and make edits.
2. Make sure to Save Details when you have completed your changes.
3. To delete an entry, click in the box next to the Institution and then click the Delete Selected Entries button.

	Institution	Degree
--	-------------	--------

Delete Selected Entries

NEXT STEP: After completing this section, click on the link [Licenses and Certifications](#) on the LEFT MENU to continue with the application process.

Demographic Information – Education History



Home of Texas A&M University

HOME | GOVERNMENT | BUSINESS | RESIDENT | VISITORS | SERVICES | ONLINE | LINKS

Log Out

Edit User
Information

Position
Search/Status

Personal
Information

Citizenship

Military Service

Drivers Licenses

Education History

Licenses and
Certifications

Contact Us

Education Details

INSTRUCTIONS: Please include all education history, including high school or GED information, college and post-graduate studies. If your institution name is not listed in the drop down menu provided, please enter the name of your institution in the Other Institution box.

Enter complete information. "See Resume" is not an acceptable entry.

Education Information

Institution Name	<input type="text"/>
Other Institution	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Years Completed	<input type="text"/>
Degree Type	<input type="text"/>
Field of Study 1	<input type="text"/>
	<input type="text"/>

Note: If your institution is not listed in the drop down, type it in the "Other Institution" box.

Once you have Saved the information, click on the "Return to Education History" link.

SAVE DETAILS

Once you have completed the information, click on "Save Details"

[« Return to Education History](#)

Demographic Information – Education History

HOME | GOVERNMENT | BUSINESS | RESIDENT | VISITORS | SERVICES | ONLINE | LINKS

Log Out

Edit User
Information

Position
Search/Status

Personal
Information

Citizenship

Military Service

Drivers Licenses

Education History

Licenses and
Certifications

Contact Us

Help

Education Details

INSTRUCTIONS: Please include all education history, including high school or GED information, college and post-graduate studies. If your institution name is not listed in the drop down menu provided, please enter the name of your institution in the Other Institution box.

Education Information

Institution Name	<input type="text" value="Texas A&M University"/>	▼
Other Institution	<input type="text"/>	
City	<input type="text" value="College Station"/>	
State	<input type="text" value="TEXAS"/>	▼
Years Completed	<input type="text" value="4"/>	▼
Degree Type	<input type="text" value="Bachelors"/>	▼
Field of Study 1	<input type="text" value="Business Administration"/>	▼
Field of Study 2	<input type="text" value="Accounting"/>	▼

SAMPLE

SAVE DETAILS

[« Return to Education History](#)

Demographic Information – Education History

[Español](#) | [Other](#)



CITY OF COLLEGE STATION
Home of Texas A&M University®

[HOME](#) | [GOVERNMENT](#) | [BUSINESS](#) | [RESIDENT](#) | [VISITORS](#) | [SERVICES](#) | [ONLINE](#) | [LINKS](#)

[Log Out](#)

[Edit User Information](#)

[Position Search/Status](#)

[Personal Information](#)

[Citizenship](#)

[Military Service](#)

[Drivers Licenses](#)

[Education History](#)

[Licenses and Certifications](#)

[Contact Us](#)

[Help](#)

Education History

[CLICK HERE to Add more educational details](#), or edit one of the ones below.

INSTRUCTIONS:

1. To **edit** educational details, click on the Institution and make edits.
2. Make sure to Save Details when you have completed your changes.
3. To delete an entry, click in the box next to the Institution and then click the Delete Selected Entries button.

	Institution	Degree
<input type="checkbox"/>	Texas A&M University	Bachelors
<input type="checkbox"/>	High School - A&M Consolidated High School	High School Diploma

[Delete Selected Entries](#)

Your entries will display here. To Edit or Delete the information, follow the instructions above. Repeat the previous step to add additional institution information.

NEXT STEP: After completing this section, click on the link [Licenses and Certifications](#) on the LEFT MENU to continue with the application process.

Once you have completed the information, click on the "Licenses and Certifications" link to move to the next page.



CITY OF COLLEGE STATION
Home of Texas A&M University®

[HOME](#) | [GOVERNMENT](#) | [BUSINESS](#) | [RESIDENT](#) | [VISITORS](#) | [SERVICES](#) | [ONLINE](#) | [LINKS](#)

[Log Out](#)

[Edit User
Information](#)

[Position
Search/Status](#)

[Personal
Information](#)

[Citizenship](#)

[Military Service](#)

[Drivers Licenses](#)

[Education History](#)

[Licenses and
Certifications](#)

[Contact Us](#)

[Help](#)

Licenses and Certifications

Click on "Click Here" to add license / certification information.

[CLICK HERE to Add more license / certification details](#), or edit one of the ones below.

INSTRUCTIONS:

1. To **edit** certification details, click on the License/Certification and make edits.
2. Make sure to Save Details when you have completed your changes.
3. To delete an entry, click on the box next to the License/Certification and then click the Delete Selected Entries button.

	License / Certification	State Issued By	Issue Date	Expiration Date
--	-------------------------	--------------------	------------	-----------------

[Delete Selected Entries](#)

NOTE: If you have not applied for a position yet, click on the ["POSITION SEARCH"](#) link on the LEFT MENU and select the position you wish to apply for before continuing to the next page.

NEXT STEP: After completing this section, if you already have selected a position to apply to, click on the link [Employment History](#) from the LEFT MENU to continue with the application process.

Demographic Information – Licenses and Certifications

HOME | GOVERNMENT | BUSINESS | RESIDENT | VISITORS | SERVICES | ONLINE | LINKS

Log Out

Edit User
Information

Position
Search/Status

Personal
Information

Citizenship

Military Service

Drivers Licenses

Education History

Licenses and
Certifications

Contact Us

Help

License and Certification Details

INSTRUCTIONS: List professional certifications and/or licenses and complete applicable fields. Please list other Licenses/Certifications (not included in the selection drop down) in the "Notes/Other Certifications" box below.

License / Certification Information

License / Certification

Type

State Issued By

Issued Date

Expiration Date

Notes/Other
Certifications:

SAVE DETAILS

Once you have Saved the information, click on the "POSITION SEARCH" link.

Once you have completed the information, click on "Save Details"

NEXT STEP: After completing this section, click on the "SAVE DETAILS" button above to add more Certification Details. To continue to the next page, you must first apply for a Position. If you already have selected a position to apply to, click on the link [Employment History](#) from the LEFT MENU to continue with the application process.

NOTE: If you haven't applied for a position yet, click on the ["POSITION SEARCH"](#) link on the LEFT MENU and select the position before continuing to the next page.

Demographic Information – Licenses and Certifications

HOME | GOVERNMENT | BUSINESS | RESIDENT | VISITORS | SERVICES | ONLINE | LINKS

Log Out

Edit User
Information

Position
Search/Status

Personal
Information

Citizenship

Military Service

Drivers Licenses

Education History

Licenses and
Certifications

Contact Us

Help

License and Certification Details

INSTRUCTIONS: List professional certifications and/or licenses and complete applicable fields. Please list other Licenses/Certifications (not included in the selection drop down) in the "Notes/Other Certifications" box below.

License / Certification Information

License / Certification	<input type="text" value="Professional"/>
Type	<input type="text" value="Purchasing Manager Certification"/>
State Issued By	<input type="text" value="TEXAS"/>
Issued Date	<input type="text" value="March"/> <input type="text" value="22"/> <input type="text" value="2009"/>
Expiration Date	<input type="text" value="March"/> <input type="text" value="22"/> <input type="text" value="2013"/>
Notes/Other Certifications:	<div><div></div><div></div></div>

SAMPLE

SAVE DETAILS

NEXT STEP: After completing this section, click on the "SAVE DETAILS" button above to add more Certification Details. To continue to the next page, you must first apply for a Position. If you already have selected a position to apply to, click on the link [Employment History](#) from the LEFT MENU to continue with the application process.

NOTE: If you haven't applied for a position yet, click on the "[POSITION SEARCH](#)" link on the LEFT MENU and select the position before continuing to the next page.

Position Search

Home of Texas A&M University

HOME | GOVERNMENT | BUSINESS | RESIDENT | VISITORS | SERVICES | ONLINE | LINKS

Log Out

Edit User
Information

Position
Search /Status

Personal
Information

Citizenship

Military Service

Drivers Licenses

Education History

Licenses and
Certifications

Contact Us

Help

Position Search/Status

INSTRUCTIONS: Please select a category and/or enter a position title to search for Position openings. Selecting **ALL** in Category will return the most complete list of all of the City's current open positions.

CURRENT USERS: Login to view your applications. Positions already applied for will be listed under "**Submitted/In Process Applications**"

NOTE:

To apply for the BVSWM Executive Director Position, click here: [Executive Director](#)

Search Criteria

Category

All



Title

Search Position Openings

Click "Search Position Openings" to view the open positions.

The City of College Station offers a competitive compensation and benefits package.

Applications may be completed in person using the provided computers at the City's Human Resources Office at 1101 South Texas Avenue, Monday through Friday, between the hours of 9 a.m. and 4 p.m.

Completed applications must be submitted by the deadline to be considered.

The City reserves the right to extend the deadline or close the position before the deadline as needed, so please be sure to submit your completed application as early as possible.

Position Search

Edit User
Information

Position
Search /Status

Personal
Information

Citizenship

Military Service

Drivers Licenses

Education History

Licenses and
Certifications

Contact Us

Help

1. Click on the position title to view more details and/or apply for the position. When you apply for a position, you will be required to complete the sections that appear on the menu list in the left navigation bar after you have either logged in or created a new user account.
2. Once you have completed the application and uploaded your resume and/or cover letter, you may submit your application to Human Resources via the Submit Application link in the left navigation bar.
3. If you have not filled out the entire application, letting you know what needs to be completed before you can submit.

Click on the position to view the job description and qualifications associated.

Open Positions

Position	Category
SECRETARY	Clerical
STAFF ASSISTANT	Clerical
CITY MANAGER	Management
CUSTOMER SERVICE REPRESENTATIV	Clerical
RECORDS TECHNICIAN	Clerical
DETENTION OFFICER	Police
COMBINATION BUILDING INSPECTOR	Professional
ROUTE MANAGER	Labor
RECREATION ASSISTANT/TEMPORARY	Temporary/Seasonal
PROGRAM ASSISTANT	Temporary/Seasonal
LINE TECHNICIAN	Labor
FACILITY ATTENDANT	Temporary/Seasonal
CREW LEADER	Labor
W/W TRTMT PLANT OPERATOR	Labor
COMMUNICATIONS OPERATOR	Police
DISTRICT SPECIALIST(PART-TIME)	Temporary/Seasonal

Position Search



Home of Texas A&M University

[HOME](#) | [GOVERNMENT](#) | [BUSINESS](#) | [RESIDENT](#) | [VISITORS](#) | [SERVICES](#) | [ONLINE](#) | [LINKS](#)

[Log Out](#)

[Edit User
Information](#)

[Position
Search /Status](#)

[Personal
Information](#)

[Citizenship](#)

[Military Service](#)

[Drivers Licenses](#)

[Education History](#)

[Licenses and
Certifications](#)

[Contact Us](#)

[Help](#)

Position Details

Salary \$13.19 - \$14.51 / hour

Closing Date 10/31/2010

Here you are able to read through the job description and qualifications associated.

TITLE: Staff Assistant

REPORTS TO: Plant Operations Superintendent

DEPT: Water Services

JOB SUMMARY

Under the supervision of the Plant Operations Superintendent the Staff Assistant performs a variety of administrative duties/activities in support of the operations and goals of the Water Services Department, to include relieving the water services staff of routine administrative and clerical duties.

PRINCIPLE JOB DUTIES

1. Provide administrative support to the department, to include but not limited to, preparing correspondence and reports, establishing and maintaining accurate files and records, processing and distributing mail, ordering and maintaining office supplies, and maintaining the water services facilities calendar, which includes scheduling appointments.
2. Greet visitors, answer incoming calls to include providing information to the public concerning the department, taking messages and/or referring calls to the appropriate authority.
3. Assist the department with departmental evaluations, policies, procedures, personnel inquiries and changes, organizing meetings, and budget accounts as requested.

Position Search

3. Assist the department with departmental evaluations, policies, procedures, personnel inquiries and changes, organizing meetings, and budget accounts as requested.
4. Coordinate and oversee the fiscal aspects of department to include preparation of payroll, processing departmental invoices, purchase orders, check requisitions and expense reports.
5. Prepare travel/training registration and accommodations.
6. Perform other related duties as assigned.

JOB QUALIFICATIONS

Required: High School Diploma or G.E.D and four (4) years customer service, clerical or administrative support experience related to the area of assignment; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job

Must have excellent written and verbal communication skills

Basic Word, Excel and data entry experience

Preferred: Intermediate Word and intermediate Excel experience

[Apply For This Position Now](#)

Click “Apply For This Position Now” if you would like to be considered for this position.

Note: if You are not logged in to the system, you will be prompted for log in information before you can apply for this position

[« Go Back and Search Again](#)

Click “Go Back and Search Again” if you are not interested in applying for this position at this time and would like to review other opportunities.

EEO Survey – Voluntary Form

[Español](#) | [Other](#)



CITY OF COLLEGE STATION
Home of Texas A&M University®

[HOME](#) | [GOVERNMENT](#) | [BUSINESS](#) | [RESIDENT](#) | [VISITORS](#) | [SERVICES](#) | [ONLINE](#) | [LINKS](#)

[Log Out](#)

[Edit User
Information](#)

[Position
Search/Status](#)

[Personal
Information](#)

[Citizenship](#)

[Military Service](#)

[Drivers Licenses](#)

[Education History](#)

[Licenses and
Certifications](#)

[Employment /
Volunteer History](#)

[References](#)

[Relatives Employed
Here](#)

EEO Survey

U.S. Equal Employment Opportunity Affirmative Action - **Voluntary Form**

[Skip Survey](#)

**Note: The EEO survey is a Voluntary form.
You may skip the survey if desired.**

EEO - Survey Information

Race/Ethnic Information

Gender

☐ Male

☐ Female

[SAVE DETAILS](#)

**Once you have completed the question, click
on “Save Details.” This will automatically move
you to the next page.**

You are invited to complete the above voluntary information to assist us in complying with federal record keeping requirements. Your response shall remain confidential, will be kept separately from your application, and shall in no way affect a decision regarding your employment. The City of College Station is an Equal Opportunity Employer and does not discriminate against any individual on the basis of race, color, sex, religion, national origin, age or disability.

Creating Your Application – Review Information

HOME | GOVERNMENT | BUSINESS | RESIDENT | VISITORS | SERVICES | ONLINE | LINKS

Log Out

Edit User
Information

Position
Search/Status

Personal
Information

Citizenship

Military Service

Drivers Licenses

Education History

Licenses and
Certifications

Employment /
Volunteer History

References

Relatives Employed
Here

Resume Upload

Additional Skills

Other Required
Information

Personal Information

INSTRUCTIONS: Please complete your personal information page thoroughly to assist us in properly evaluating your application.

1. It is important that you accurately, completely and honestly answer all questions in this application. Failure to do so may result in a delay for consideration and could also result in a loss of employment opportunity.
2. The information on this form will be verified for accuracy and withholding or falsifying information could lead to disqualification for employment.
3. Incomplete applications will not be considered.

* = required entry

It is always a good idea to review your information before submission.

Name

Last Name * Suffix

First Name * MI

Address

Mailing Address *

Mailing Address 2

City *

State *

Zip Code

You will be taken through each page in the application sequence as you click the links at the bottom of the pages.

Contact Information

Creating Your Application – Review Information

Maiden Name

Are you 18 years of age or older?

☒ *Yes

☐ *No

Additional Information

Other Name

If you have worked or attended school under another name, please list here:

Additional Questions

Type of position you are seeking:

Full-Time

How did you find out about this position?

Online Job Board

SAVE DETAILS

* = required entry

If you need to update your information, make the changes and make sure to click on "Save Details".

You will be taken through each page in the application sequence as you click the links at the bottom of the pages.

NEXT STEP: After completing this section, click on the "SAVE DETAILS" button above and then on the link [Citizenship](#) on the LEFT MENU to continue with the application process.

Creating Your Application – Review Information

[Español](#) | [Other](#)



CITY OF COLLEGE STATION
Home of Texas A&M University®

[HOME](#) | [GOVERNMENT](#) | [BUSINESS](#) | [RESIDENT](#) | [VISITORS](#) | [SERVICES](#) | [ONLINE](#) | [LINKS](#)

[Log Out](#)

[Edit User
Information](#)

[Position
Search/Status](#)

[Personal
Information](#)

[Citizenship](#)

[Military Service](#)

[Drivers Licenses](#)

[Education History](#)

[Licenses and
Certifications](#)

[Employment /
Volunteer History](#)

[References](#)

[Relatives Employed
Here](#)

Citizenship Information

INSTRUCTIONS: Please answer the following question:

Citizenship Information

Are you legally eligible to work in the United States?

☒ *Yes

☐ *No

[SAVE DETAILS](#)

* = required entry

NOTE: By law you must be eligible to work in the United States to obtain employment. Verification of employment eligibility will be required upon hire.

NEXT STEP: After completing this section, click on the "SAVE DETAILS" button above and then on the link [Military Service](#) on the LEFT MENU to continue with the application process.

Review your information. Make the changes (if necessary), Save Details and click on the link in next to "Next Step."

Creating Your Application – Review Information

Home of Texas A&M University

HOME | GOVERNMENT | BUSINESS | RESIDENT | VISITORS | SERVICES | ONLINE | LINKS

Log Out

Edit User
Information

Position
Search/Status

Personal
Information

Citizenship

Military Service

Drivers Licenses

Education History

Licenses and
Certifications

Employment /
Volunteer History

References

Relatives Employed
Here

Resume Upload

Additional Skills

Other Required
Information

Veteran Information

Military Service Information

Have you ever served on active duty in a US Military service?

☐ Yes

☒ No

Branch of Service

Service Start Date

Service End Date

Discharge Type

Do you claim Veteran Preference Points?

☐ Yes

☒ No

How many Veteran Preference Points do
you claim?

If you claim former military service and are selected for an interview, Applicant will be required to provide proof of Military Service. You must provide a COPY ONLY, no original, of your DD214 Form - Honorable Discharge from the service at the time of the interview.

SAVE DETAILS

Review your information. Make the changes (if necessary), Save Details and click on the link in next to "Next Step."

NEXT STEP: After completing this section, click on the "SAVE DETAILS" button above and then on the link [Drivers Licenses](#) on the LEFT MENU to continue with the application process.

Creating Your Application – Review Information

[Español](#) | [Other](#)



CITY OF COLLEGE STATION
Home of Texas A&M University®

[HOME](#) | [GOVERNMENT](#) | [BUSINESS](#) | [RESIDENT](#) | [VISITORS](#) | [SERVICES](#) | [ONLINE](#) | [LINKS](#)

[Log Out](#)

[Edit User
Information](#)

[Position
Search/Status](#)

[Personal
Information](#)

[Citizenship](#)

[Military Service](#)

[Drivers Licenses](#)

[Education History](#)

[Licenses and
Certifications](#)

[Employment /
Volunteer History](#)

[References](#)

[Relatives Employed
Here](#)

Driver's License

[CLICK HERE to Add Drivers License Information](#), or edit one of the ones below.

INSTRUCTIONS:

1. To **edit** license information, click on the License Number and make edits.
2. Make sure to Save Details when you have completed your changes.
3. To delete an entry, click on the box next to the License Number and click the Delete Selected Entries button.

	License Number	Type	Issued By	Expiration Date
<input type="checkbox"/>	012345678	CLASS C	TX	02/2014

[Delete Selected Entries](#)

NEXT STEP: If you already selected a position to apply to, after completing this section, click on the link [Education History](#) from the LEFT MENU to continue with the application process.

Review your information. Make the changes (if necessary), Save Details and click on the link in next to “Next Step.”

Creating Your Application – Review Information

[Español](#) | [Other](#)



CITY OF COLLEGE STATION
Home of Texas A&M University®

[HOME](#) | [GOVERNMENT](#) | [BUSINESS](#) | [RESIDENT](#) | [VISITORS](#) | [SERVICES](#) | [ONLINE](#) | [LINKS](#)

[Log Out](#)

[Edit User
Information](#)

[Position
Search/Status](#)

[Personal
Information](#)

[Citizenship](#)

[Military Service](#)

[Drivers Licenses](#)

[Education History](#)

[Licenses and
Certifications](#)

[Employment /
Volunteer History](#)

[References](#)

[Relatives Employed
Here](#)

Education History

[CLICK HERE to Add more educational details](#), or edit one of the ones below.

INSTRUCTIONS:

1. To **edit** educational details, click on the Institution and make edits.
2. Make sure to Save Details when you have completed your changes.
3. To delete an entry, click in the box next to the Institution and then click the Delete Selected Entries button.

	Institution	Degree
<input type="checkbox"/>	Texas A&M University	Bachelors
<input type="checkbox"/>	High School - A&M Consolidated High School	High School Diploma

[Delete Selected Entries](#)

NEXT STEP: After completing this section, click on the link [Licenses and Certifications](#) on the LEFT MENU to continue with the application process.

Review your information. Make the changes (if necessary), Save Details and click on the link in next to “Next Step.”

Creating Your Application – Licenses and Certifications

[Español](#) | [Other](#)



[HOME](#) | [GOVERNMENT](#) | [BUSINESS](#) | [RESIDENT](#) | [VISITORS](#) | [SERVICES](#) | [ONLINE](#) | [LINKS](#)

[Log Out](#)

[Edit User
Information](#)

[Position
Search/Status](#)

[Personal
Information](#)

[Citizenship](#)

[Military Service](#)

[Drivers Licenses](#)

[Education History](#)

[Licenses and
Certifications](#)

[Employment /
Volunteer History](#)

[References](#)

[Relatives Employed
Here](#)

Licenses and Certifications

[CLICK HERE](#) to Add more license / certification details, or edit one of the ones below.

INSTRUCTIONS:

1. To **edit** certification details, click on the License/Certification and make edits.
2. Make sure to Save Details when you have completed your changes.
3. To delete an entry, click on the box next to the License/Certification and then click the Delete Selected Entries button.

	License / Certification	State Issued By	Issue Date	Expiration Date
<input type="checkbox"/>	Professional	TX	03/22/2009	03/22/2013

[Delete Selected Entries](#)

NOTE: If you have not applied for a position yet, click on the ["POSITION SEARCH"](#) link on the LEFT MENU and select the position you wish to apply for before continuing to the next page.

NEXT STEP: After completing this section, if you have not yet completed the process, click on the link [Employment History](#) from the LEFT MENU.

Review your information. Make the changes (if necessary), Save Details and click on the link in next to "Next Step."

Creating Your Application – Employment/Volunteer History

Home of Texas A&M University

HOME | GOVERNMENT | BUSINESS | RESIDENT | VISITORS | SERVICES | ONLINE | LINKS

Log Out

Edit User
Information

Position
Search/Status

Personal
Information

Citizenship

Military Service

Drivers Licenses

Education History

Licenses and
Certifications

Employment /
Volunteer History

References

Relatives Employed
Here

Resume Upload

Additional Skills

Other Required
Information

Employment History

Click on “Click Here” to add
employment details.

Employment History

[CLICK HERE to Add more employment details](#), or edit one of the ones below.

1. To **edit** employment entries, click on the Employer and make edits.
2. After completing your edits, make sure to Save Details when you have completed your changes.
3. To delete an entry, click on the box next next to the Employer and then click the Delete Selected Entries button.

	Employer	From	To	Title
--	----------	------	----	-------

Volunteer History

[CLICK HERE to Add more volunteer details](#), or edit one of the ones below.

1. To **edit** volunteer details, click on the Organization and make edits.
2. Make sure to Save Details when you have completed your changes.
3. To delete an entry, click on the box next to the Organization and then click the Delete Selected Entries button.

	Organization	From	To	Position
--	--------------	------	----	----------

Delete Selected Entries

Creating Your Application – Employment/Volunteer History

 Home of Texas A&M University

[HOME](#) | [GOVERNMENT](#) | [BUSINESS](#) | [RESIDENT](#) | [VISITORS](#) | [SERVICES](#) | [ONLINE](#) | [LINKS](#)

[Log Out](#)

[Edit User
Information](#)

[Position
Search/Status](#)

[Personal
Information](#)

[Citizenship](#)

[Military Service](#)

[Drivers Licenses](#)

[Education History](#)

[Licenses and
Certifications](#)

[Employment /
Volunteer History](#)

[References](#)

[Relatives Employed
Here](#)

[Resume Upload](#)

[Additional Skills](#)

[Other Required
Information](#)

Employment History Details (List most recent first)

Include employment history for at least the past 10 years.

INSTRUCTIONS:

Please list employers in consecutive order starting with your current/most recent employer listed first. Include a complete history (including temp, part-time and secondary jobs) for at least the past 10 years, if applicable.

If you have no employment history, please type "None" in the Employer Name field.

Employer Information

Employer Name

Type of Business

Mailing Address

Mailing Address 2

City

State

Zip Code

Note: Enter complete information.
"See Resume" is not an acceptable entry.

Employment Information

Job Title

Start Date

End Date

Creating Your Application – Employment/Volunteer History

Log Out

Edit User
Information

Position
Search/Status

Personal
Information

Citizenship

Military Service

Drivers Licenses

Education History

Licenses and
Certifications

Employment /
Volunteer History

References

Relatives Employed
Here

Resume Upload

Additional Skills

Other Required
Information

Submit Application

Print Application

Employment History Details (List most recent first)

INSTRUCTIONS:

Please list employers in consecutive order starting with your current/most recent employer listed first. Include a complete history (including temp, part-time and secondary jobs) for at least the past 10 years, if applicable.

If you have no employment history, please type "None" in the Employer Name field.

Employer Information

Employer Name

Type of Business

Mailing Address

Mailing Address 2

City

State

Zip Code

SAMPLE

Employment Information

Job Title

Start Date

End Date

Employer Phone Ext

Responsibilities
(Include number of
people supervised)

Creating Your Application – Employment/Volunteer History

Notice

Contact Us

Help

Answered Phones. Greeted and directed customers to the appropriate departments. Maintained file system.

Starting Salary (enter only numbers) Per Hour

Ending Salary Per Hour

Hours/Week

Reason for Leaving

Moved to College Station.

Supervisor

Supervisor's Name

Supervisor's Title

Supervisor's Phone Ext

May we contact this employer? ☒ Yes ☐ No

Once you have Saved the information, click on the “Return to Employment/Volunteer History” link.

SAVE DETAILS

Once you have completed the information, click on “Save Details”

[« Return to Employment/Volunteer History](#)

Creating Your Application – Employment/Volunteer History

HOME | GOVERNMENT | BUSINESS | RESIDENT | VISITORS | SERVICES | ONLINE | LINKS

Log Out

Edit User
Information

Position
Search/Status

Personal
Information

Citizenship

Military Service

Drivers Licenses

Education History

Licenses and
Certifications

Employment /
Volunteer History

References

Relatives Employed
Here

Resume Upload

Additional Skills

Other Required
Information

Employment History

Employment History

[CLICK HERE to Add more employment details](#), or edit one of the ones below.

1. To **edit** employment entries, click on the Employer and make edits.
2. After completing your edits, make sure to Save Details when you have completed your changes.
3. To delete an entry, click on the box next next to the Employer and then click the Delete Selected Entries button.

	Employer	From	To	Title
<input type="checkbox"/>	Lawrence Brothers Bakery	05/28/2005	10/12/2010	Customer Service Representative
<input type="checkbox"/>	The Brooks Company	03/25/1999	05/17/2005	Secretary

Your entries will display here. To Edit or Delete the information, follow the instructions above. Repeat the previous step to add additional employer information.

Volunteer History

[CLICK HERE to Add more volunteer details](#), or edit one of the ones below.

1. To **edit** volunteer details, click on the Organization
2. Make sure to Save Details when you have completed
3. To delete an entry, click on the box next to the Organization and then click the Delete Selected Entries button.

Click on "Click Here" to add volunteer details.

Creating Your Application – Employment/Volunteer History

[HOME](#) | [GOVERNMENT](#) | [BUSINESS](#) | [RESIDENT](#) | [VISITORS](#) | [SERVICES](#) | [ONLINE](#) | [LINKS](#)

[Log Out](#)

[Edit User
Information](#)

[Position
Search/Status](#)

[Personal
Information](#)

[Citizenship](#)

[Military Service](#)

[Drivers Licenses](#)

[Education History](#)

[Licenses and
Certifications](#)

[Employment /
Volunteer History](#)

[References](#)

[Relatives Employed
Here](#)

[Resume Upload](#)

[Additional Skills](#)

[Other Required
Information](#)

Volunteer Details

Organization

Name

Complete all information, if applicable.

Type

Mailing Address

Mailing Address 2

City

State

Zip Code

Position

Title

Start Date

End Date

Phone

Ext

Responsibilities

Creating Your Application – Employment/Volunteer History

Personal
Information

Citizenship

Military Service

Drivers Licenses

Education History

Licenses and
Certifications

Employment /
Volunteer History

References

Relatives Employed
Here

Resume Upload

Additional Skills

Print Application

EEO - Survey

Notice

Type	<input type="text" value="Home Building"/>
Mailing Address	<input type="text" value="123 Humanity Way"/>
Mailing Address 2	<input type="text"/>
City	<input type="text" value="College Station"/>
State	<input type="text" value="TEXAS"/>
Zip Code	<input type="text" value="77840"/>

Position

Title	<input type="text" value="Worker"/>
Start Date	<input type="text" value="May"/> <input type="text" value="23"/> <input type="text" value="2008"/>
End Date	<input type="text" value="August"/> <input type="text" value="15"/> <input type="text" value="2008"/>
Phone	<input type="text" value="979"/> <input type="text" value="987"/> <input type="text" value="7863"/> Ext <input type="text"/>
Responsibilities	<input type="text" value="Worked with others to help build houses for less fortunate families."/>

Once you have Saved the information,
click on the “Return to
Employment/Volunteer History” link.

SAVE DETAILS

Once you have completed the
information, click on “Save
Details”

[« Return to Employment/Volunteer History](#)

Creating Your Application – Employment/Volunteer History

Personal
Information

Citizenship

Military Service

Drivers Licenses

Education History

Licenses and
Certifications

Employment /
Volunteer History

References

Relatives Employed
Here

Resume Upload

Additional Skills

Other Required
Information

Submit Application

Print Application

EEO - Survey

Notice

Contact Us

1. To **edit** employment entries, click on the Employer and make edits.
2. After completing your edits, make sure to Save Details when you have completed your changes.
3. To delete an entry, click on the box next next to the Employer and then click the Delete Selected Entries button.

	Employer	From	To	Title
<input type="checkbox"/>	Lawrence Brothers Bakery	05/28/2005	10/12/2010	Customer Service Representative
<input type="checkbox"/>	The Brooks Company	03/25/1999	05/17/2005	Secretary

Your entry will display here. To Edit or Delete the information, follow the instructions below. Repeat the previous step to add additional organization information.

Volunteer History

[CLICK HERE to Add more volunteer details](#), or edit one of the ones below.

1. To **edit** volunteer details, click on the Organization and make edits.
2. Make sure to Save Details when you have completed your changes.
3. To delete an entry, click on the box next to the Organization and then click the Delete Selected Entries button.

	Organization	From	To	Position
<input type="checkbox"/>	Habitat for Humanity	05/23/2008	08/15/2008	Worker

Once you have completed the information, click on the “References” link to move to the next page.

Delete Selected Entries

NEXT STEP: After completing this section, click on the [References](#) link on the LEFT MENU to continue with the application process.

Creating Your Application – References



CITY OF COLLEGE STATION
Home of Texas A&M University®

HOME | GOVERNMENT | BUSINESS | RESIDENT | VISITORS | SERVICES | ONLINE | LINKS

Log Out

Edit User
Information

Position
Search/Status

Personal
Information

Citizenship

Military Service

Drivers Licenses

Education History

Licenses and
Certifications

Employment /
Volunteer History

References

Relatives Employed
Here

References

Click on "Click Here" to add references.

[CLICK HERE To Add more references](#), or edit one of the ones below. **INSTRUCTIONS:** Please provide at least 3 professional or academic references.

1. To **edit** the information on one of your references, click on the Reference and make edits.
2. Make sure to Save Details when you have completed your changes.
3. To delete an entry, click on the box next to the Reference and then click the Delete Selected Entries button.

Name	Relationship
------	--------------

Delete Selected Entries

NEXT STEP: After you have entered at least 3 references (Professional, Employment or Academic), click the "SAVE DETAILS" button above. Then click on the link [Relatives Employed Here](#) on the LEFT MENU to continue with the application process.

Note: You must include at least 3 professional or academic references.

Creating Your Application – References

Military Service

Drivers Licenses

Education History

Licenses and
Certifications

Employment /
Volunteer History

References

Relatives Employed
Here

Resume Upload

Additional Skills

Other Required
Information

Submit Application

Print Application

EEO - Survey

Mailing Address 2

City

State

Zip Code

Houston

TEXAS

77087

Contact Information

Primary Phone

713

654

5423 *

Ext

Cell Phone

E-Mail Address

kford@thebrookscompany.com

Additional Details

Title

President/CEO

Occupation

Business Owner

Relationship

Store Owner *

Notes

Once you have Saved the
information, click on the
“Return to References List”
link.

Once you have completed the
information, click on “Save
Details”

SAVE DETAILS

* = required entry

[« Return to References List](#)

Creating Your Application – References

[Español](#) | [Other](#)



[HOME](#) | [GOVERNMENT](#) | [BUSINESS](#) | [RESIDENT](#) | [VISITORS](#) | [SERVICES](#) | [ONLINE](#) | [LINKS](#)

[Log Out](#)

[Edit User Information](#)

[Position Search/Status](#)

[Personal Information](#)

[Citizenship](#)

[Military Service](#)

[Drivers Licenses](#)

[Education History](#)

[Licenses and Certifications](#)

[Employment / Volunteer History](#)

[References](#)

[Relatives Employed Here](#)

References

[CLICK HERE To Add more references](#), or edit one of the ones below. **INSTRUCTIONS:** Please provide at least 3 professional or academic references.

1. To **edit** the information on one of your references, click on the Reference and make edits.
2. Make sure to Save Details when you have completed your changes.
3. To delete an entry, click on the box next to the Reference and then click the Delete Selected Entries button.

	Name	Relationship
<input type="checkbox"/>	Claire Edwards	Volunteer Supervisor
<input type="checkbox"/>	Kimberly Ford	Store Owner
<input type="checkbox"/>	Tim Mathis	Manager

[Delete Selected Entries](#)

Your entries will display here. To Edit or Delete the information, follow the instructions above. Repeat the previous step to add additional references.

NEXT STEP: After you have entered at least 3 references (Professional, Employment or Academic), click the "SAVE DETAILS" button above. Then click on the link [Relatives Employed Here](#) on the LEFT MENU to continue with the application process.

Once you have completed the information, click on the "Relatives Employed Here" link to move to the next page.

Creating Your Application – Relatives employed here

[Español](#) | [Other](#)



[HOME](#) | [GOVERNMENT](#) | [BUSINESS](#) | [RESIDENT](#) | [VISITORS](#) | [SERVICES](#) | [ONLINE](#) | [LINKS](#)

[Log Out](#)

[Edit User Information](#)

[Position Search/Status](#)

[Personal Information](#)

[Citizenship](#)

[Military Service](#)

[Drivers Licenses](#)

[Education History](#)

[Licenses and Certifications](#)

[Employment / Volunteer History](#)

[References](#)

[Relatives Employed Here](#)

Click on “Click Here” to add relative information.

Relatives working for the City of College Station

[CLICK HERE to Add more relatives](#), or edit one of the ones below.

INSTRUCTIONS:

If you are related by blood, marriage, adoption or by foster care to a current City of College Station employee and/or a current City Council member, please list them in this section.

1. To **edit** the information on one of your relatives, click on the Name and make edits.
2. Make sure to Save Details when you have completed your changes.
3. To delete an entry, click on the box next to the Name and click the Delete Selected Entries button.

	Name	Relationship	Department
--	------	--------------	------------

[Delete Selected Entries](#)

NEXT STEP: After you have added any and all relatives that work for the City, click the “SAVE DETAILS” button above. Then click on the link [Resume Upload](#) on the LEFT MENU to continue with the application process.

If not applicable, click on the “Resume Upload” link to move to the next page.

Creating Your Application – Relatives employed here



CITY OF COLLEGE STATION
*Home of Texas A&M University**

HOME | GOVERNMENT | BUSINESS | RESIDENT | VISITORS | SERVICES | ONLINE | LINKS

Log Out

Edit User
Information

Position
Search/Status

Personal
Information

Citizenship

Military Service

Relatives working for City of College Station Details

NOTE: If you are related by blood, marriage, adoption or by foster care to a current City of College Station employee and/or a current City Council member, please list below.

Relative Information

Last Name

First Name MI

Relationship

SAVE DETAILS

[« Return to Relatives List](#)

Once you have Saved
the information, click
on the “Return to
Relatives List” link.

Once you have completed the
information, click on “Save
Details”

Creating Your Application – Relatives employed here

HOME | GOVERNMENT | BUSINESS | RESIDENT | VISITORS | SERVICES | ONLINE | LINKS

Log Out

Edit User
Information

Position
Search/Status

Personal
Information

Citizenship

Military Service

Drivers Licenses

Education History

Licenses and
Certifications

Employment /

Relatives working for the City of College Station

[CLICK HERE to Add more relatives](#), or edit one of the ones below.

INSTRUCTIONS:

If you are related by blood, marriage, adoption or by foster care to a current City of College Station employee and/or a current City Council member, please list them in this section.

1. To **edit** the information on one of your relatives, click on the Name and make edits.
2. Make sure to Save Details when you have completed your changes.
3. To delete an entry, click on the box next to the Name and click the Delete Selected Entries button.

	Name	Relationship	Department
<input type="checkbox"/>	Jesse Doe	BROTHER-IN-LAW	

Delete Selected Entries

Your entry will display here. To Edit or Delete the information, follow the instructions above. Repeat the previous step to add additional relatives.

NEXT STEP: After you have added any and all relatives that work for the City, click the "SAVE DETAILS" button above. Then click on the link [Resume Upload](#) on the LEFT MENU

Once you have completed the information, click on the "Resume Upload" link to move to the next page.

Creating Your Application – Resume Upload

HOME | GOVERNMENT | BUSINESS | RESIDENT | VISITORS | SERVICES | ONLINE | LINKS

Log Out

Edit User
Information

Position
Search/Status

Personal
Information

Note: In order to
attach a document,
you will need to have
it saved in a Word
document or a PDF
file.

Education History

Licenses and
Certifications

Employment /
Volunteer History

References

Relatives Employed
Here

Resume Upload

Resume and Additional Document Upload

INSTRUCTIONS: You may upload one resume and one additional related document (a cover letter, for example) per job application. Please upload only MS Word, PDF and TXT file types.

To upload a Resume, click the “Browse” button and attach your saved computer file.

Resume

Title

Attach Document

Browse...

To upload an Additional Document, click the “Browse” button and attach your saved computer file.

Additional Document

Title

Attach Document

Browse...

SAVE DETAILS

Once you have completed the
information / attachments, click
on “Save Details”

NEXT STEP: After you have uploaded your resume and/or additional documents (such as a cover letter), click the “SAVE DETAILS” button above. Then click on the link [Additional Skills](#) on the LEFT MENU to continue with the application process.

Once you have saved your documents, click on the “Additional Skills” link
to move to the next page.

Creating Your Application – Resume Upload



CITY OF COLLEGE STATION
Home of Texas A&M University®

[HOME](#) | [GOVERNMENT](#) | [BUSINESS](#) | [RESIDENT](#) | [VISITORS](#) | [SERVICES](#) | [ONLINE](#) | [LINKS](#)

[Log Out](#)

[Edit User
Information](#)

[Position
Search/Status](#)

[Personal
Information](#)

[Citizenship](#)

[Military Service](#)

[Drivers Licenses](#)

[Education History](#)

[Licenses and
Certifications](#)

[Employment /
Volunteer History](#)

[References](#)

[Relatives Employed
Here](#)

Resume and Additional Document Upload

INSTRUCTIONS: You may upload one resume and one additional related document (a cover letter, for example) per job application. Please upload only MS Word, PDF and TXT file types.

Resume

Title

Jane Doe - Resume

Attach Document

C:\My Documents\Jane Doe Resume.doc

[Browse...](#)

SAMPLE

Additional Document

Title

Jane Doe - Cover Letter

Attach Document

C:\My Documents\Jane Doe Cover Letter.doc

[Browse...](#)

[SAVE DETAILS](#)

NEXT STEP: After you have uploaded your resume and/or additional documents (such as a cover letter), click the "SAVE DETAILS" button above. Then click on the link [Additional Skills](#) on the LEFT MENU to continue with the application process.

Creating Your Application – Additional Information



Home of Texas A&M University

HOME | GOVERNMENT | BUSINESS | RESIDENT | VISITORS | SERVICES | ONLINE | LINKS

Log Out

Edit User
Information

Position
Search/Status

Personal
Information

Citizenship

Military Service

Drivers Licenses

Education History

Additional Information

List any additional skills here, if applicable.

Additional Skills

Please list any additional skills which qualify you for this position (such as Typing (wpm), Ten-key by touch, specific computer software proficiency, heavy equipment knowledge, technical/skilled craft, maintenance skills, etc.)

SAVE DETAILS

Once you have completed the information, click on "Save Details"

NEXT STEP: After you have entered your additional skills and clicked on the Save Details button, click on the link [Other Required Information](#) on the LEFT MENU to continue with the application process.

Before you answer the questions in the Other Required Information section, please read the Notice Information and Acknowledgment section.

Once you have saved your information, click on the "Other Required Information" link to move to the next page.

References



[HOME](#) | [GOVERNMENT](#) | [BUSINESS](#) | [RESIDENT](#) | [VISITORS](#) | [SERVICES](#) | [ONLINE](#) | [LINKS](#)

[Log Out](#)

[Edit User
Information](#)

[Position
Search/Status](#)

[Personal
Information](#)

[Citizenship](#)

[Military Service](#)

[Drivers Licenses](#)

[Education History](#)

[Licenses and
Certifications](#)

[Employment /
Volunteer History](#)

[References](#)

Additional Information

Additional Skills

Please list any additional skills which qualify you for this position (such as Typing (wpm), Ten-key by touch, specific computer software proficiency, heavy equipment knowledge, technical/skilled craft, maintenance skills, etc.)

120 Words Per Minute, Cisco Phone System experience,
Quickbooks knowledge, Groupwise experience.

SAMPLE

[SAVE DETAILS](#)

NEXT STEP: After you have entered your additional skills and clicked on the Save Details button, click on the link [Other Required Information](#) on the LEFT MENU to continue with the application process.

Before you answer the questions in the Other Required Information section, please read the Notice Information and Acknowledgment section.

Creating Your Application – Other Required Information

HOME | GOVERNMENT | BUSINESS | RESIDENT | VISITORS | SERVICES | ONLINE | LINKS

Log Out

Edit User
Information

Position
Search/Status

Personal
Information

Citizenship

Military Service

Drivers Licenses

Education History

Licenses and
Certifications

Employment /
Volunteer History

References

Relatives Employed
Here

Resume Upload

Additional Skills

Other Required
Information

Additional Required Information

INSTRUCTIONS: Please answer the following page carefully, honestly and completely. Failure to do so may lead to a delay in employment opportunities. In order to move forward in the application process, you must answer the required questions.

Note: The red (*) means the field is required for the system to accept.

Additional Required Information

Please select Position/Department (if more than one posting):

Are you currently, or have you ever been, employed by the City of College Station?

☐ *Yes

☐ *No

If yes, please list the department(s), position(s) and dates of employment:

Have you ever been discharged or asked to resign from any position?

☐ *Yes

☐ *No

If Yes, please explain:

If additional information is required, please be as detailed as possible.

Please explain any gaps in your employment history.

Creating Your Application – Other Required Information

HOME | GOVERNMENT | BUSINESS | RESIDENT | VISITORS | SERVICES | ONLINE | LINKS

Log Out

Edit User
Information

Position
Search/Status

Personal
Information

Citizenship

Military Service

Additional Required Information

INSTRUCTIONS: Please answer the following page carefully, honestly and completely. Failure to do so may lead to a delay in employment opportunities. In order to move forward in the application process, you must answer the required questions.

Additional Required Information

Please select Position/Department (if more than one posting):

Are you currently, or have you ever been, employed by the department(s), position(s) listed below?

☐ *Yes

☐ *No

CREW LEADER - PUBLIC WORKS - 8000
CREW LEADER - WATER - 8015
DISTRICT SPECIALIST (DAY) - 8016
DISTRICT SPECIALIST (NIGHT) - 1143

Please select Position/Department (if more than one posting):

Note: This question is ONLY to be completed if the position you are applying for (that you selected from the "Open Position List") has multiple opportunities posted.

Please leave this question unanswered (blank) if the position you are applying for is Not listed.

This question is used to further define your interest by opportunity. If there are multiple opportunities posted, the initial job description will further define each role. (i.e. If you selected the Crew Leader position initially, you should select the specific opportunity you are interested in. If you choose to be considered for both opportunities posted, you will need to submit another application (with the other option selected) for consideration.

Employment /
Volunteer

Referral

Relatives Employment

Resume

Additional Skills

Other Required
Information

Have you ever been discharged or asked to resign from any position?

☐ *Yes

☐ *No

Please explain any gaps in your employment history.

Creating Your Application – Other Required Information

Have you been convicted of a DUI or DWI within the past three years or do you currently have charges pending for a DUI or DWI?

☐ *Yes

☒ *No

Have you ever been convicted, placed on deferred adjudication or community supervision, pleaded guilty or no contest to a felony offense? Note: A felony conviction or deferred adjudication record will not automatically bar employment. A false statement or omission of any information will also bar an applicant from employment with the City.

☐ *Yes

☒ *No

If Yes, please provide the following for the offense: Date, Offense, County and State of Offense and Disposition. Note: A felony conviction or deferred adjudication record will not automatically bar employment. A false statement or omission of any information will also bar an applicant from employment with the City.

Desired Salary:

*

\$11.75 / hour

Once you have saved your information, click on the “Submit Application” link to move to the next page.

SAVE DETAILS

Once you have completed the information, click on “Save Details”

NEXT STEP: After you have entered your additional information section and clicked on the Save Details button, click on the link [Submit Application](#) on the LEFT MENU to continue with the application process.

Creating Your Application – Submit Application

HOME | GOVERNMENT | BUSINESS | RESIDENT | VISITORS | SERVICES | ONLINE | LINKS

Log Out

Edit User
Information

Position
Search/Status

Personal
Information

Citizenship

Military Service

Enter the date
you would be
available for
employment.

Licenses and

Employment /
Volunteer History

Submit Application

Please read the following section carefully.

Application Check List

I have reviewed my application for employment and certify that all statements in the application are true. I understand that if any of the statements are untrue, the application may be rejected and may cause any appointment to be rescinded.

☐ *

I agree that I have read the Application Certification, Authorization and Acknowledgement section found in the [Notice Information and Acknowledgement section](#).

☐ *

Date of Availability

 *

Submit Application

By checking these boxes, you are electronically “signing” your application.

The “Notice Information and Acknowledgement section” link will take you to another page to review this information.

Click on “Submit Application” for final submission.

Note: You will not be able to make changes (your self) to your application once it is submitted. Please review your application and ensure that your information is complete and accurate.

Note: Please call HR Department at (979) 764-3517 if you need to make any changes to your application after having submitted it. Thank you.

Creating Your Application – Submit Application

HOME | GOVERNMENT | BUSINESS | RESIDENT | VISITORS | SERVICES | ONLINE | LINKS

Log Out

Edit User
Information

Position
Search/Status

Personal
Information

Citizenship

Military Service

Drivers Licenses

Education History

Licenses and
Certifications

Employment /
Volunteer History

Submit Application

Please read the following section carefully.

SAMPLE

Application Check List

I have reviewed my application for employment and certify that all statements in the application are true. I understand that if any of the statements are untrue, the application may be rejected and may cause any appointment to be rescinded. ☒ *

I agree that I have read the Application Certification, Authorization and Acknowledgement section found in the [Notice Information and Acknowledgement section](#). ☒ *

Date of Availability *

Submit Application

* = required entry

Note: Please call HR Department at (979) 764-3517 if you need to make any changes to your application after having submitted it. Thank you.

Position/Search Status

HOME | GOVERNMENT | BUSINESS | RESIDENT | VISITORS | SERVICES | ONLINE | LINKS

Log Out

Edit User
Information

Position
Search /Status

Personal
Information

Citizenship

Military Service

Drivers Licenses

Education History

Licenses and
Certifications

Contact Us

Help

Position Search/Status

INSTRUCTIONS: Please select a category and/or enter a position title to search for Position openings. Selecting **ALL** in Category will return the most complete list of all of the City's current open positions.

CURRENT USERS: Login to view your applications. Positions already applied for will be listed under "**Submitted/In Process Applications**"

To ensure that your application was successfully submitted, we recommend for you to immediately check the status of your application after submission.

[Director](#)

Search Criteria

Category

All



Title

Search Position Openings

The City of College Station offers a competitive compensation and benefits package.

Click on "Search Position Openings" to check the status of your application.

Applications may be completed in person using the provided computers at the City's Human Resources Office at 1101 South Texas Avenue, Monday through Friday, between the hours of 9 a.m. and 4 p.m.

Note: You will follow these same steps to periodically check the status of your application as you move through the selection process. You will need to be logged in to view this information.

As needed, so please be sure to submit your completed application as early as possible.

Position/Search Status

Home of Texas A&M University

HOME | GOVERNMENT | BUSINESS | RESIDENT | VISITORS | SERVICES | ONLINE | LINKS

Log Out

Edit User
Information

Position
Search /Status

Personal
Information

Citizenship

Military Service

Drivers Licenses

Education History

Licenses and
Certifications

Contact Us

Help

Listed below are the position(s) currently open that match your search criteria:

1. Click on the position title to view more details and/or apply for the position. When you apply for a position, you will be required to complete the sections that appear on the menu list in the left navigation bar after you have either logged in or created a new user account.
2. Once you have completed the application and uploaded your resume and/or cover letter,

Your applications that have been submitted or are awaiting submission will be listed under “Submitted / In Process Applications”.

Submitted/In Process Applications

Position	Submitted	Status
STAFF ASSISTANT	10/13/2010	Submitted

Open Positions

Position	Category
SECRETARY	Clerical
RECORDS TECHNICIAN	Clerical
ATTENTION OFFICER	Professional
COMBINATION BUILDING INSPECTOR	Professional
ROUTE MANAGER	Labor

Your application status will show as “Submitted” if successfully submitted. If it is in “Not Yet Submitted” status, click on the Position and go back through the application steps to make ensure completion and submit.

Note: To Print a copy of your submitted application, click on the “Position” name.

Upload Resume and Additional Document

HOME | GOVERNMENT | BUSINESS | RESIDENT | VISITORS | SERVICES | ONLINE | LINKS

Log Out

Edit User
Information

Position
Search/Status

Personal
Information

Citizenship

Military Service

Drivers Licenses

Education History

Licenses and
Certifications

Employment /
Volunteer History

References

Relatives Employed
Here

Resume Upload

Additional Skills

Other Required
Information

Resume and Additional Document Upload

INSTRUCTIONS: You may upload one resume and one additional related document (a cover letter, for example) per job application. Please upload only MS Word, PDF and TXT file types.

For non-Internet Explorer users: This web site was designed for Internet Explorer. If you have problems using your browser please try again using Internet Explorer. Thank you.

Resume

Title

Attach Document

Browse...

Additional Document

Title

Attach Document

Browse...

SAVE DETAILS

NEXT STEP: After you have uploaded your resume and/or additional documents (such as a cover letter), click the "SAVE DETAILS" button above. Then click on the link [Additional Skills](#) on the LEFT MENU to continue with the application process.

The "Resume Upload" page will allow you to upload one resume document and one additional document. Click on the Browse button to select the file to upload from your computer.

Print Application

HOME | GOVERNMENT | BUSINESS | RESIDENT | VISITORS | SERVICES | ONLINE | LINKS

Log Out

Edit User
Information

Position
Search/Status

Personal
Information

Citizenship

Military Service

Drivers Licenses

Education History

Licenses and
Certifications

Employment /
Volunteer History

References

Relatives Employed
Here

Resume Upload

Additional Skills

Other Required
Information

Personal Information

INSTRUCTIONS: Please complete your personal information page thoroughly to assist us in properly evaluating your application.

1. It is important that you accurately, completely and honestly answer all questions in this application. Failure to do so may result in a delay for consideration and could also result in a

The "Personal Information" page will automatically come up. Scroll down to the bottom of the page.

3. Incomplete applications will not be considered.

* = required entry

Name

Last Name * Suffix


First Name * MI

Address

Mailing Address *

Mailing Address 2

City *

State * 

Zip Code *

Contact Information

Print Application

Drivers Licenses

Education History

Licenses and
Certifications

Employment /
Volunteer History

References

Relatives Employed
Here

Resume Upload

Additional Skills

Other Required
Information

Submit Application

Print Application

EEO - Survey

Notice

Contact Us

Help

Name

Last Name

DOE

Suffix

First Name

JANE

MI

M

Address

Mailing Address

1101 Texas Avenue

Mailing Address 2

City

COLLEGE STATION

State

TEXAS

Zip Code

77840

Contact Information

Primary Phone

979

764

3517

Secondary

Cell Phone

979

987

6543

Fax

E-Mail Address (enter an active
and current E-mail address)

Applicant@yahoo.com

Miscellaneous Information

Social Security Number

123

45

7890

Maiden Name

Are you 40 years of age or

☐ *Yes

☐ *No

Click on the "Print Application" tab in the left navigation panel.

Print Application

[Español](#) | [Other](#)



CITY OF COLLEGE STATION
*Home of Texas A&M University**

[HOME](#) | [GOVERNMENT](#) | [BUSINESS](#) | [RESIDENT](#) | [VISITORS](#) | [SERVICES](#) | [ONLINE](#) | [LINKS](#)

[Log Out](#)

[Edit User
Information](#)

[Position
Search/Status](#)

[Personal
Information](#)

[Citizenship](#)

[Military Service](#)

[Drivers Licenses](#)

[Education History](#)

[Licenses and
Certifications](#)

[Employment /
Volunteer History](#)

[References](#)

[Relatives Employed
Here](#)

[Resume Upload](#)

Application View

NOTE: Please print a copy of your application for your reference. You will be required to fill out the sections specific for each position you apply for.

Your Application printout will be displayed in a separate browser window.

TIP: Click on the Printer Icon on the report window to print your complete application.

For non-Internet Explorer users: This web site was designed for Internet Explorer. If you have problems using another browser please try again using Internet Explorer. Thank you.

This page will be displayed as your application is opening for viewing.

Print Application

Crystal Reports Viewer - Windows Internet Explorer

https://ssl.cstx.gov/Click2GovKA/applicationReport.do?scriptEnabled=true&reportID=applicationcomplete

Crystal Reports Viewer

Application For Employment

City of College Station, TX

Position STAFF ASSISTANT

Name DOE, JANE M. Social Security Number [REDACTED]

Avenue [REDACTED]

State TX Zip 77840

Cell Phone 979-987-6543 Work Phone 979-123-4567

Fax [REDACTED]

Email 2 [REDACTED]

Gender [REDACTED] Ethnicity [REDACTED] Date Of Birth [REDACTED]

Marital Status [REDACTED] Handicap [REDACTED] 18 or Over Yes

Spouse's Name [REDACTED]

Maiden Name [REDACTED]

Emergency Contacts

Primary Contact	Secondary Contact
Relationship	Relationship
Phone 1	Phone 1
Phone 2	Phone 2
Phone 3	Phone 3

Note: Some sections may be blank as we have not included these questions during the online process. (i.e. Emergency Contact Information.)

ID Type [REDACTED] Filing Date [REDACTED]

To view all pages, click on the arrow buttons .

To Print: Click on the Print icon within this page (Crystal Reports Viewer).

Do NOT use the print option on your browser as it will not produce your application.

Questions/Additional Help



- For additional “Help” information, please visit the Frequently Asked Questions (FAQ) page by clicking on the “Help” tab in the left navigation panel.
- You can also send your questions directly to Human Resources by either clicking on the “Help” tab in the left navigation panel or by emailing recruiting@cstx.gov.

**Thank you for your interest in working for
the *City of College Station*!**